

कार्यालय, रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार रोड, पालम, दिल्ली छावनी-110010
ULAN BATAR MARG, PALAM, DELHI CANTT.-110010

No. AN/III/3012/Circular/Vol.VIII


Dated: 30.3.2020

All PCsDAs/PCAs (Fys_/PIFA
CsDA/CsFA(Fys/IFAs/RTCs
(Through CGDA Website)

Subject: Preventive measures to contain the spread of COVID-19


In continuation to this office circular of even No. dated 23.03.2020 on the above subject and in view of the lockdown period of 21 days i.e. till 14th April 2020, the Heads of the Offices/Departments may draw a fresh Roster of staff (all officers and employees including consultants/contract and outsources employees), who are required to render essential services within each office/Department. In other words, the office should function as stated in letter dated 23.03.2020 with skeletal staff upto 14th April 2020. Officials who will work from home should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work.

2. Accordingly, all Heads of Offices/ Heads of Department are requested to draw up a fresh Roster of Officers/staff who are dealing with the essential services including pension related work as mentioned in Hqr office circular dated 23.03.2020 for the month of April 2020.
3. It may be ensured that essential work of the office is not affected with deployment of skeletal staff.
4. This issues with the approval of the CGDA.


(Rajeev Ranjan Kumar)
Dy. CGDA (Admin)

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Rajeev Ranjan Kumar
Dy. CGDA (Admin)